

Academy of the Holy Names Middle School

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The Florida Catholic Conference



144th Year 2024-2025 Student-Parent Handbook

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Opening – Who We Are

Our Mission, Vision and Values

OUR MISSION

The Academy of the Holy Names is a Catholic, independent school founded and guided by the Sisters of the Holy Names of Jesus and Mary. In a faith community of exceptional love, the Academy empowers students to be authentic individuals who, in pursuing their highest academic potential, engage in critical thinking, are inspired by creativity, and lead culturally aware, spiritually rich lives.

OUR VISION AND VALUES

The Academy's mission reflects the core values of the Sisters of the Holy Names and calls students to develop their full potential. Our motto, clearly understood and acted upon, encourages students:

To Be Faith-Filled

An Academy student has a personal and active faith in God. Learning in an environment rich in values, students are responsible to self and others.

To Be Inquisitive

An Academy student is a seeker of truth: always learning, always questioning, always exploring.

To Be Innovative

An Academy student is an “out-of-the-box” thinker who utilizes creativity and intellect to find new approaches to solving problems.

To Be Independent

An Academy student is a self-reliant, confident leader who is able to think and act autonomously. While not afraid of taking risks, Academy students pursue a balanced and healthy lifestyle.

To Be Just

An Academy student is a catalyst for positive change. Guided by integrity, reason, and fairness, Academy students build community – internally, locally, and globally – by reaching out in service to others.

Our Agreement: *Esse Quam Videri*

To be, rather than to seem

Attending the Academy of the Holy Names is a gift and a privilege. It is the expectation that all members of our community are respectful to their fellow students, teachers, families, stakeholders, school, and its traditions. Failure to maintain this respect results in a breakdown of the spirit of community and trust. The ability to respect comes from each person's own God-given human dignity, worth and love. In keeping with this attitude of respect, each student is counted on to:

- Show courteous and considerate behavior to others.
- Arrive on time to class and minimize absences.
- Engage in productive work throughout the day through class attention, positive contributions to class discussions, and compliance with procedures and expectations of school faculty and staff.
- Maintain a clean space and safe learning environment in deference to personal and common property.

- Represent the AHN school community with decorum in all situations, both on and off campus.
- Wear the AHN uniform tactfully and within the uniform guidelines.

We aim to develop a sense of self-agency with our students in the spirit the Sisters of the Holy Names of Jesus and Mary, whose call to action is to develop young people who are:

- Faith-Filled
- Inquisitive, Innovative and Independent
- Just

The Academy Partnership: Expectations of All Parties

The expectation of a Catholic, independent middle school is that the student is systematically and developmentally led to take ownership over his or her learning and self-advocacy. The fulcrum upon which our student success rests is the partnership between the Academy and families. Our dedicated faculty and staff are tasked with keeping students and parents informed about course expectations, workload and student progress. Families are expected to honor this process and begin communication about questions they may have about their child's progress by honoring a chain of communication that begins with the student's teacher. If the issue is not resolved at that level, the middle school administration is willing to intervene.

We encourage and welcome questions from students and parents. Sharing appropriate information in the context of a discussion often resolves concerns or conflicts. Parents and/or students should not be afraid to raise questions or concerns because they fear the consequences of any kind. It is our hope that students will feel free to approach their teachers, coaches, or advisors with any concerns or questions. We ask that parents allow and encourage their child to develop and practice this important communication skill.

If a student is unwilling to attempt to resolve an issue, or after attempting, does not feel the issue is resolved, a parent is asked to contact the teacher, coach or advisor.

Families have two options to reach faculty with questions regarding their child's academics:

1. Email the faculty member via school email found on the school website.
2. Call the main office at 813-839-5371 to be directed to the faculty member's voicemail.

Families should receive a response within 24 hours during regular school hours (not including the weekend or school holidays). If not, please contact the school Administration. Families are reminded that face-to-face meetings are by appointment only.

Sometimes parents would like to speak with the Administration prior to speaking with the subject-area teacher about an issue concerning a particular student or incident in class. In most cases, it is our policy that a member of Administration will redirect a parent and/or guardian until the family has first communicated with the specific teacher involved. It is highly encouraged, and oftentimes will be requested, that students be partners in these discussions.

We clearly expect that our teachers and staff treat students and parents with dignity and respect. We also expect that parents and students deal with teachers and staff in a courteous manner as well, and respect their professional judgment, even though the outcome may not be the solution the parent or student was seeking.

Families who fail to support the mission and intention of the Academy of the Holy Names may be dismissed for violating the boundaries of respectful communication and interaction with our staff.

Academy of the Holy Names reserves the right to amend the Handbook as conditions dictate.

School Administration and Staff

School Administration

President

Mr. Kevin Whitney

Elementary School Principal

Mrs. Bridgid Fishman

Middle School Principal

Mr. Troy Newlove

High School Principal

Mrs. Jeane McNamara

Athletics Director

Mr. Kevin Vargas

Chief Financial Officer

Mr. John Donohoe

Director of High School Admissions

Mrs. Erin Fogle

Director of Advancement

Mrs. Molly Smith

Director of Human Resources

Mrs. Cori Welty

Director of Marketing & Communications

Mrs. Ellen Madden

Director of Mission & Ministry

Sister Lisa M. Perkowski, IHM

Director of Technology

Mr. Kent Smith

Director of Facilities

Mr. Jay Kubiak

Director of Campus Safety

Mr. Daniel Matthews

Middle School Administration & Staff

Middle School Principal

Mr. Troy Newlove

Middle School Assistant Principal

Middle School Instructional Coach & Curriculum Specialist

Mrs. Mary Alice Lopez

Administrative Assistant

Mrs. Grace Howell

Director of Media Center

Mrs. Emily Swiger

Athletic Directors

Mr. Kevin Vargas

Mr. Chris Severini

Instructional Technology Specialist

Mrs. Lisa Cohen

Student Support Specialists

Mrs. Ashley Gonzalez

Mrs. Amy Zoppi

Middle School Faculty

5th Grade Team

Mr. Chris Buysse, Social Studies & Religion
 Mrs. Julie Hughes**, Language Arts
 Mrs. Olivia Padgett, Math & Science
 Mrs. Tricia Price*, Spanish & Religion

6th Grade Team

Ms. Hannah Cosgrove, Science
 Mrs. Maria Fernandez**, Spanish
 Mrs. Kelly Moad, Math
 Mrs. Lisa Montecalvo, Language Arts & Religion
 Mrs. Jill Rogan, Social Studies & Religion
 Mrs. Jaime Woods*, Language Arts

7th Grade Team

Mrs. Liz Barnett, Language Arts & Social Studies
 Mrs. Maria Fernandez**, Spanish
 Mr. Kim Fulton, Math & Religion
 Mrs. Judith Hahn, Latin
 Mrs. Peggy Hedlund, Language Arts & Religion
 Mrs. Laura McLeod, Social Studies & Religion
 Mrs. Lynn Peate, Spanish
 Mrs. Cassidy Velez*, Science

8th Grade Team

Mrs. Judith Hahn, Latin
 Mrs. Cristina Livingston**, Math
 Mrs. Lynn Peate, Spanish
 Mrs. Kelsey Reynolds, Language Arts & S.S.
 Mrs. Mary Sheets*, Language Arts
 Mr. Jim Trueman, Social Studies & Religion
 Mrs. Eileen Watson**, Science & Religion

Fine Arts

Mrs. Galina Abele**, Art
 Mrs. Lisa Cohen, Photography
 Mr. Ruben Gaviria, Music
 Ms. Alex Gerecke, Yearbook
 Mrs. Ashley Lord, Drama
 Mrs. Emily Swiger, Journalism & Newspaper/Web Design

PE

Mr. Michael Doyle
 Mr. Matt Hampson
 Ms. Sarah Taylor*

*indicates MS Team Leader

**indicates MS Department Head

Where do I go with a question about...

I have a question about...	Contact Name	Contact Information
Attendance	Grace Howell	ghowell@holynamestpa.org Ext. 726 Online Attendance Request
Athletics	Kevin Vargas, Athletic Director Christopher Severini MS Athletic Director	kvargas@holynamestpa.org Ext. 320 cseverini@holynamestpa.org Ext. 270
Billing Information	Gemma Linton	glinton@holynamestpa.org Ext. 280

Buying Used Uniforms – Clothes Closet	Mothers' Association	ahnmothers@gmail.com
Disciplinary Matters	Advisory Teacher or Troy Newlove	tnewlove@holynamestpa.org Ext. 332
Early Bird/Extended Day	Courtney Franks	cfranks@holynamestpa.org Ext. 728
Financial Aid	John Donohue	idonohue@holynamestpa.org Ext. 231
ESE Resource Specialist	Amy Zoppi, MS ESE Specialist	azoppi@holynamestpa.org Ext. 267
Student Support Services	Ashley Gonzalez, Guidance & Learning Specialist	agonzalez@holynamestpa.org Ext. 272
Student Medical Records	Ellie Emden, School Nurse	eedmen@holynamestpa.org Ext.342
Lunch	Dee Bell	dbell@holynamestpa.org
Library/Media Center	Emily Swiger	eswiger@holynamestpa.org Ext. 380
Technology (instructional)	Lisa Cohen Instructional Technology Integrationist	lcohen@holynamestpa.org Ext.325
Technology Support (hardware)	IT Help Desk Nick Martin & Annmarie Collins	nmartin@holynamestpa.org acollins@holynamestpa.org
Transcripts (current students)	Grace Howell	ghowell@holynamestpa.org Ext. 726
Veracross Support	Kent Smith	ksmith@holynamestpa.org

Alphabetized by Policy Name

Admissions and Enrollment Policy

Non-Discrimination in Admission: The school shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs and athletic and other school administered programs.

Parent or student requests are not part of the class placement process. A great deal of thought by faculty members is put into developing appropriate class groupings, always with the goal of seeking what is in the best overall interest of the student.

Responsibility: Enrollment as a student in the Academy of the Holy Names implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's aim, parents and students must agree with and support the philosophy of the school. Any student who fails to meet academic standards, who exercises poor citizenship, who fails to cooperate, or whose parents fail to cooperate, may be dismissed or asked to withdraw from The Academy.

Enrollment: Students are admitted for one year at a time, and the school reserves the right of suspension or dismissal at any time during the school year. The Academy believes a positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of our school's educational mission. The Academy accordingly reserves the right to terminate or non-renew a student's contract if the school reasonably concludes that the actions of a student, parent or guardian makes such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

Anti-Bullying Policy

(see Addendum A at the back of the handbook)

Athletics/Co-Curriculars

AHN is a member of the Florida West Coast League for its middle school sports teams. Teams are made up of students in grades 6, 7, and 8. Please note: new EL2/EL3 forms must be on file with the athletic department before any AHN student-athlete is allowed to try out for or practice with an AHN sports team. The forms are available on the athletics home page of the school website. Full information concerning eligibility and obligations can be found in the Athletic Handbook. Below are a few highlights of the policy.

A co-curricular activity is any school-sponsored activity (ex: Student Council, PRIDE, clubs).

Eligibility & Obligations:

To be eligible for sports and co-curricular activities, all students must:

- Maintain a C (70%) or above average in all subjects.
- Academic eligibility will be a factor in who makes a team if cuts are involved.
- Once a team/club is formed, academic eligibility will be checked every Friday. Students not meeting the requirements will be suspended from the team/club for one week. The student and parents will be notified via an email from the assistant athletic director (athletics)/assistant principal (clubs). If at the time of the next grade check they are not fulfilling the requirements, they will begin another

period of suspension. If at the end of a trimester a student is below a 70%, they will automatically be suspended for one week.

- The administration reserves the right to prohibit a student from participating in an activity because of an ongoing conduct or effort problem or in the case of a serious disciplinary matter.
- **Students involved in a sport/club must be in school (including field trips, retreats, Focus 11, etc.) by 10:00 a.m. on the day of the competition and/or practice and remain all day in order to participate.**

Attendance Policy

An AHN student demonstrates respect for their teachers and classmates by being present and on time for school. Success begins with consistent attendance. It is the responsibility of the parents/guardians to establish habits of regular attendance and promptness. Catching up on material and instruction missed is more difficult than students and parents often realize, and for the sake of the student and the teachers, every attempt should be made to minimize absences from school.

Absenteeism: If a child is unable to attend school, a parent/guardian should complete the attendance form on Veracross within the first hour of school and state the reason for the absence. Leaving before 11:00 a.m. is marked as a full-day absence, leaving between 11:00 a.m. and 1:00 p.m. is marked as a half day absence, and leaving at any time after 1:00 p.m. is marked as an early dismissal. In order to participate in a school sponsored extracurricular activity, a student must be in school by 10:00 a.m. and remain in school for the remainder of the day on the day of the activity.

If a child has an extended illness, a doctor's note is required when the child returns to school. These notes should be handed in to the Middle School Office. In case of absence due to a reportable communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.

Since all classroom instruction is critical for learning and mastering the skills/materials in each course, school attendance must be a first priority. If the Administration finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent will be scheduled to identify potential remedies. Excessive absences will be taken into consideration when evaluating a student for promotion or graduation. **Absences of eight (8) days or more per semester may be a sufficient basis for denial by the Principal of promotion and/or graduation.**

Middle school students who miss tests due to illness will make the test up after school from 3:10-4:00 on the day assigned to their grade level. No retakes will be offered to students who miss a test and have to make it up. If you are picking up your child who is making up a test, please plan to pick him/her up at 4:00 on the West Drive or for him/her to go to Extended Day. In order to maintain a good testing environment, students cannot be released from the testing room until 4:00.

Planned Absences: We ask that parents consult the school calendar when making travel plans. However, we do realize that there are times when students will need to miss due to family obligations. Teachers will give students support in making up missed work, but it is the responsibility of the parents to teach their child/ren any missed material. The missing of school instruction often causes students not to perform as well on assessments.

A planned absence is any absence that is not due to illness, doctor's visits, or unexpected circumstances. Many of these planned absences are known well in advance by families. Therefore, for any absence that will take a student away from the learning environment for 5 or more school days, parents need to put it into the

Veracross Attendance at least 2 weeks prior to departure. For planned absences that are shorter than 5 school days, parents need to inform the school within 1 week of departure. After your request is uploaded to Veracross, the students will follow the below procedure.

A parent's entry of a planned absence will allow the Middle School Administrative Assistant to facilitate the planned absence process by giving the student a planned absence form.

Students will then follow the following procedures:

- Have all teachers sign it. This includes electives and PE.
- After it is complete, bring it to their advisory teacher for a signature.
- The advisory teacher will help them make a tentative plan in terms of completing the work and how to handle it upon their return.
- Upon returning to school, all work must be handed in to each teacher before 8:00 am of the day of return. If this doesn't happen, the student will serve at least one after school detention depending on how much work is not completed.
- Assessments that were missed will be taken on the next Wednesday or Thursday after school. If a student returns on the day of an assessment, they will be expected to take the assessment that day with their class.
- **If a student does not follow the above procedure, he/she will be required to stay after school to complete the work. Administration will determine how many days this will require. Although he/she will be able to make-up a test or quiz, no retakes will be offered.**
- If a student will not be in school on the day(s) of exams due to a planned absence, they will make up the exams at the following times:
 - Winter exams will be made up after school during the week students return from the Christmas break.
 - End-of-year exams will be made up the week after school ends.

Tardiness: Being on time for the start of the day is an important component of your child's success during the day. Although the late bell is at 8:00 am, we highly recommend that students arrive at school by 7:45 am. The time before the 8:00 bell is used to get organized, socialize, and prepare for the day ahead.

If you arrive at school at 8:00 am or later, you must enter on the Bayshore drive and walk your child(ren) into the lobby to sign them in. A student who arrives late due to a doctor's appointment will be considered a late arrival, not tardy. A doctor's note must be presented at this time. Students who come to school tardy on Mass days will be held in the office until Mass is over so as not to disturb the celebration of the Eucharist.

Below is the chain of events for multiple unexcused tardies (UT) in a trimester. *Note: Attendance count does restart at the trimester mark, but previous trends may be used to expedite the chain of events.*

- After 4 UT: Parents will be notified by email as a reminder of the process
- After 6 UT: Student will have a lunch detention
- After 8 UT: Student will serve an after school detention
- After 10 UT: A conference will be held with administration and parents/student to discuss a plan

Early Dismissal: Early dismissals can not be honored after 2:30 pm due to the interruption to dismissal procedures. The exception to this is AHN middle school sports events.

When a student is to be dismissed from school early, please use Veracross Attendance to record the time of the early dismissal. The student will then be issued an early dismissal pass. At the time of the early dismissal, a

parent must sign the child out at the receptionist's desk in the school lobby. (Please note – if a parent arrives earlier than the stated time of the early dismissal, they will wait for their child in the front lobby.) Telephone requests for early dismissals are hard for us to honor. If the above procedure is not followed and a parent requests an early dismissal verbally, the parent can expect to wait for their child. The front desk receptionist will make the decision when the most opportune and least disruptive time will be to gather the child. A parent conference may be required for those students who have an excessive number of early dismissals.

Release of Students from School: Under no circumstances may a child be released to anyone other than the parent, guardian, or other person listed in the student's emergency information without written permission of the parent or guardian. If a child is to be taken from school by anyone other than a parent or guardian, a parent must update the emergency information on Veracross, indicating the names of such persons. It is the custodial parent's responsibility to inform the office of any legal situations concerning a child's release from school.

Birthdays

Birthday lunches will be celebrated on the Friday of the week of your child's birthday. If that particular Friday doesn't work for your family, a Friday surrounding that week is also ok. If there is no school on the Friday of your child's birthday week, you may celebrate on Thursday instead or wait until the next Friday. No additional treats such as cookie cakes, cupcakes, etc. may be brought. We ask that you limit this special occasion to the individual child and parents only. Please do not invite other family members or include other students in this special privilege.

When a parent comes to school for a birthday lunch, please sign in at the front desk and walk to the courtyard to meet your child. You are welcome to sit outside or in the Brady Center. If you choose to sit in the Brady Center, please sit at a table with a birthday centerpiece. Please do not invite other students to join you. This leads to hurt feelings when not everyone can be invited. Once lunch is over, students return to their normal schedule and parents return to the front desk to sign out.

The student is allowed to have a "free dress" day on his/her birthday. If the student's birthday falls on a weekend or on a school holiday, they may wear "free dress" on the Friday before or the Monday after their birthday. Please follow dress code guidelines for "free dress."

Summer Birthdays: If the student's birthday falls during the summer break, students may have their free dress and special lunch day on the Friday of their choice at any time during the year.

Invitations/Transportation to parties: Nothing is sadder for a child than not receiving an invitation to a class member's birthday party. Unless everyone in the class is invited, birthday and other occasion party invitations are not to be distributed at school and will be confiscated if necessary. In addition, having party transportation (limos and buses) come to school to pick up a group of students is not permitted.

Building Safety and Security

For the protection of the students and to avoid the disruption of classes, all visitors, including parents, are not permitted in the classroom areas at any time unless accompanied by a faculty member. Parents and other visitors who have business to conduct in the building must present a driver's license and obtain a visitor's badge at the desk in the front lobby.

Cell Phones & Electronic Equipment

- Student cell phones are to be turned off before entering the building and will be stored by advisory teachers in a central location. Students will pick up their phones at the end of the day but should not turn it on until they are at their dismissal point. If they need to use their phone, they must ask an adult for permission.
- **If a student is found with a cell phone during the school day, his/her cell phone will be given to MS Administration for the day. It will be returned to the student at the end of the day. This will count as a behavior violation which may affect the student's conduct grade.**
- If a student has a second cell phone violation, a conference will be held with the student, parent, and MS Administration. MS Administration will return the phone after the conference.
- Cell phone violations will be part of the conduct grade considerations.
- Repeated infractions may result in the child not being allowed to have a phone on campus.
- The school will at no time accept any liability/responsibility for a cell phone on the campus with respect to, but not limited to, loss, damage, or theft.
- Parents are also asked not to use cell phones while in their cars during drop-off and pick-up to alleviate distractions.

Electronic Equipment

- Smart Watches: We recommend that smart watches be left at home. If a student wears it to school, it will be placed with the cell phones in the cell phone bin and will be returned at the end of the day.
- Radios, electronic games, iPods, MP3 players, digital cameras, and other types of non-school related electronic equipment are not allowed at school unless a teacher has requested them for a school-related activity.
- Any time a student is found using electronic equipment without permission during the school day, it will be confiscated, and the item will be returned only to a parent/guardian of the student.
- The school will at no time accept any liability/responsibility for electronic equipment on the campus with respect to, but not limited to, loss, damage, or theft.

Chaperones

See Field Trips

Clinic

Students must obtain a clinic pass to go to the clinic. They are generally not allowed to remain in the clinic longer than 15 minutes. Copies of clinic passes will be returned to the teacher and sent home to the parent via the student. If he/she is unable to return to class, the student must be picked up by a duly authorized person as soon as possible and will remain in the clinic until this occurs. The school cannot provide any medication, unless the parent/guardian has submitted the permission to administer medication form via Magnus..

Communication – Parents, Teachers, and Students

Electronic Mail (E-mail): Teachers and administrators will always do their best to respond to e-mail in a timely fashion; however teachers' schedules do not permit them to check emails on a continuous basis. As a result, a response can be expected within 24 hours (48 hours for weekends). If you have a logistical question, we ask that you email the MS Administrative Assistant, Grace Howell (ghowell@holynametspa.org).

Middle school students should check their emails frequently during the day since it is used to communicate with them. When emailing a teacher, students and parents should always use a teacher's .org account.

eNews: The eNews is sent out every Thursday as a means of informing parents of important school information and events. Please be sure to read through the eNews carefully each week. Pertinent information about the Middle School can also be found on the Veracross Parent Portal.

Voice Mail: Teachers and administrators can be reached by voice mail; however, teachers' schedules often do not allow for them to return calls right away. As a result, a response can be expected within 24 hours. **Voice mail should not be used for emergencies. In those cases, please call the switch board and leave the message with the receptionist.**

Parent-Teacher Conferences: Scheduled conference days are listed in the calendar. Parents may, however, arrange for a conference with the teacher whenever it seems necessary. Please send an email, a note, or call ahead of time to arrange for an appointment. Teachers are available by appointment only and should never be called at home nor should they be informally approached during the school day, i.e. in classrooms, at dismissal duty, etc.

Computer Network Policies

(see Addendum D at the back of the handbook)

Deliveries for Students

Uninterrupted class time is important for the learning process. As a result, we will not interrupt classes to deliver forgotten items. Parents are not to deliver forgotten books, assignments, technology, lunches, etc. Also, parents who request that the school deliver messages to students regarding special pick-up arrangements must call in by 2:00 p.m. Students will be called down to the office at the end of the day to receive the message. We cannot guarantee the delivery of the message if it is received after 2:00 p.m.

Discipline

See Addendum B

Dress Code

Students must wear the uniforms as prescribed for each grade from the first through the last day of school. No substitutions are made for any part of the uniform. A note is required when any part of the uniform is missing on any given day. Uniform items should be legibly marked with the name of the student. It is the primary responsibility of the parents to provide necessary guidance to students to be dressed and groomed properly for school. When the uniform is not worn, students are expected to dress appropriately and with good judgment. Dress for all school functions should be in good taste and suitable for the occasion.

Middle school students who do not adhere to the policy will serve a lunch detention. After three detentions, an infraction will result in a student waiting in the front office until a parent can bring the proper uniform items.

The standard uniform consists of the following:

Boys Grades PK-8:

- Khaki uniform pants or shorts
- White or blue short-sleeve polo shirt with school logo
- Plain navy blue, black, or white socks (logos that are either black or white are acceptable)
- Plain black, khaki, brown, or navy blue belt
- Students must wear athletic shoes that are only black, white, or black and white.. Shoes may not light up or have wheels. No slip-on Vans or comparable.

- Any undershirts worn under the uniform shirts should be white or navy blue
- AHN sweatshirt or AHN fleece zip jacket
- Hair must be neatly trimmed above eyebrows in front, above collar in back and above the ears. Extremes in hairstyle, as deemed by administration are not permitted (ex: unnatural colors such as purple or green, mohawks, etc.). The only exception for hair length is for cultural reasons as approved by administration.
- Facial hair is not permitted.
- Earrings are not allowed for young men.
- Excessive jewelry is not permitted.
- Shirts should be tucked in at all times.

Girls Grades 5-8:

- Plaid skirt, white blouse or polo with school monogram (**The length of the skirts should be at the knee or no shorter than a 3 x 5 index card width from the middle of the knee.**)
- All girls may wear navy uniform shorts (length at or just above the knees) or navy blue uniform slacks.
- Navy blue, black, or white socks (“no-show” socks are permitted)
- Girls may wear blue Mary Janes or athletic shoes that are black, white, or a combination of black and white. Shoes may not light up or have wheels. No slip-on Vans or comparable.
- AHN sweatshirt or AHN fleece zip jacket
- In cold weather girls may wear tights, leggings or sweatpants under their skirts. Only plain navy blue or black will be permitted.
- 5th and 6th grade girls may not wear make-up to school.
- For 7th and 8th grade girls, excessive make-up is not permitted. Administration will determine if the make-up is excessive.
- Nail polish is permitted. Nails must be short in length.
- Extremes in hairstyle are not permitted. The administration will judge what constitutes extremes in hairstyle (ex: unnatural colors such as purple or green).
- Only conservative hair accessories are permitted.
- Excessive jewelry is not permitted. For earrings, only small stud or hoop earrings are permitted.
- Shirts should be tucked in properly at all times.

PE Uniforms - Grades 5-8:

- Physical education uniforms must be worn during all physical education classes.
- Athletic shoes must be worn for PE. They must be black, white, or a combination of black and white. Shoes may not light up or have wheels. No slip-on Vans or the like.
- All students need a PE bag.
- Bathing suits for girls are one piece or tankinis with full coverage. If a girl wears a bikini, she must also wear a T-shirt over it at all times.

Field Trip Uniforms – Please see specific field trip information given by the teacher.

Free-Dress Day – Clothing must be in good taste and appropriate for the school environment.

- No short shorts or skirts (length should be length of the longest finger with a fully relaxed shoulder)
- No tank tops, sleeveless shirts (shoulders must be covered), shoulder “peak” shirts, or shirts with cut-outs
- No leggings
- No flip-flops, crocs, slippers, “heeleys” or open-toed shoes
- No obscene or offensive T-shirt designs
- No hats

- No ripped clothing
- Standard uniform guidelines still apply (makeup, jewelry, hair etc...).

ID Badges

All students must wear their ID lanyard throughout the day.

Middle School AHN Athletic Team Days

For home games, either a team T-shirt or team jersey may be worn with school uniform bottoms (If the jersey is sleeveless, a shirt with sleeves is required underneath.)

Drop-Off/Pick-Up Policies

- Parents are asked not to use their cell phones while in their cars during drop-off and pick-up of students to alleviate distractions.
- Be diligent and pay attention to ensure the safety of all students during these hectic times.
- There are no left turns onto or out of the Academy property via MacDill Avenue.

Drop-Off Expectations and Early Bird:

- There are three drop off locations for grades 2-8: the Bayshore Drive, the North Drive next to the 4-square courts, and the West Drive.
- Middle school students may also be dropped off at Early Bird which is located on the 4 sq courts. They are permitted to enter the middle school building at 7:35 am. It is highly recommended that students be dropped off at school by 7:45 am. This allows time for students to get to their homerooms/advisory, say hello to their classmates, unpack, and to be ready for the academic day which begins promptly at 8:00 am. When a student comes in rushed, it can often unsettle them for a large portion of the morning.
 - 5th grade students must stay in the Brady Center for Early Bird.
 - 6th - 8th grade students may stay in the courtyard before 7:35 am. They may not use school technology unless they are in the Brady Center.
 - On Wednesdays, middle school students may not go to the 4 square courts but must wait in the courtyard for Early Bird.
- Students who are dropped off after 8:00 am. must be accompanied by an adult to the front lobby to be checked-in for school. Parents are to enter using Bayshore Blvd. and proceed to the driveway in front of the building.

Dismissal Expectations:

- Students will report to the respective driveway based on last name.
 - A-G South Drive
 - H-M North Drive
 - N-Z West Drive
- Dismissal is NOT RECESS time. Students will stay in their grade-level lines and listen for their names. Students who do not follow directions will be disciplined.
- Athletes may cross the bridge and follow the directions given to them by their coaches..
- PreK-8th grade students with high school siblings/carpools will meet their ride in the courtyard. It is imperative that the high school student be there waiting for the lower school student. If they are not there, the lower school student will be taken to extended day. Middle school students waiting for high school siblings must wait in the courtyard. Due to safety concerns associated with dismissal time, at no time may a pre-K to 8th-grade student cross the bridge without an adult or their high school sibling.
- Students going to Extended Day will report immediately to the lower school playground or middle

school commons.

- Any student not picked up by the end of dismissal will be taken to Extended Day.

Emergency Forms

See Health Information

Emergency Procedures and Information

The school will follow the action of the public schools of Hillsborough County in regard to school closing and early dismissals due to hazardous weather conditions. AHN may close and/or reopen school prior to Hillsborough County Schools when the school deems it appropriate and in the best interest of the students. AHN will also alert parents of the school closing and/or re-opening via SchoolReach, an automated phone message system, and via email broadcast. The Director of Communications will alert news media outlets of school closures/re-openings.

Examination Schedule

7th/8th grade midterm and final examination schedules will be published, and students and parents will be notified.

Extended Day

- Available from dismissal time to 6:00 p.m. each school day
- Available for both registered students and drop-in students on an emergency basis
- Registration takes place via Veracross and is paid via FACTS.
- Procedures
 - Pre-K to 4th-grade students meet on the Pre-K playground to sign-in.
 - Middle school students meet in the STEAM commons to sign-in.
 - Extended Day parent pick up is on the North Drive. Parents utilize the PikMyKid app to announce their arrival.
 - A staff member will walk the student out.

Field Trips

- As part of enrollment/re-enrollment, parents sign a field trip permission slip that covers all field trips for the year. Parents will be notified of specific field trips and any special needs associated with the trip, but they will not need to sign a permission slip for individual trips.
- When chaperones are needed for the field trip, they will be selected via a lottery of interested parents. All chaperones must have completed Safe Environment Training and are expected to ride on the bus with the students. For field trips outside the diocese, parents are required to get fingerprinted. Information about this is available on the Veracross Parent Portal.

Grading System

Grades 5-8 in All Subjects	
A	90-100
B	80-89
C	70-79
D	60-69

F below 60

Incompletes: An incomplete will be awarded if a special circumstance arises. Work will need to be made up in a reasonable amount of time.

Progress Updates: Grades will be updated weekly on Veracross, AHN's Learning Management System. Parents are expected to check their child's progress there. If a student's grade at mid-trimester is in the C to F range, a progress report will be sent home via email.

Report Cards: Report cards will be distributed at the end of each marking period.

Health Information and Policies

All student health records are maintained and updated via Magnus. The link is accessible on the Veracross Parent Portal.

Student Health Forms: Pre-kindergartners, kindergartners, 7th-graders and all new students are required to submit a School Entry Health Exam (physical) Form (DH 3040) and Florida Certification of Immunization Form (DH 680), including dates of immunization and date of most recent tetanus shot. All Health Exams must be dated within 12 months of August 10. Standard Florida Department of Health forms are available at your pediatrician's office and need to be appropriately completed, signed, and submitted to the school by the due date listed in Magnus Health. If required forms are not submitted before the first day of classes, the student may be excluded from attending until forms are completed.

Immunization Records: All students are expected to keep current with and inform the school of subsequent immunizations in accordance with the State Law. This requirement is in keeping with the Florida Compulsory School Immunization Law, 232.032. Students are not permitted to attend school without a copy of the Florida Certificate of Immunization (Form 680), therefore, this form must be returned to school before the first day of classes. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to immunizations.

Vital Health Record: Please complete each student's health history through the Vital Health Record on Magnus Health. The Vital Health Record should be submitted by the due date listed and updated annually.

Conveyance of Health Conditions: It is the policy of the school to notify faculty of serious medical conditions noted on health records. Parents who do not wish such information to be distributed should notify the Personal School Counselor. Students who need to have a prescription on campus need to follow the policy listed under "Administration of Prescription Medication."

Administration of Over-the-Counter Medication(s): This optional form is to be filled out and signed by both parent and physician annually for instance a non-prescription medication is needed during the school year. The school stocks Tylenol/Ibuprofen, Benadryl, Mylanta/Tums, throat lozenges/Cepacol, cough drops, Neosporin ointment, antiseptic spray and Midol. The parent must provide any other over-the-counter medication. As with prescriptions, all over-the-counter medications should be brought to the clinic first thing in the morning. Please specify dosage and time intervals and send the medicine in its original container. Students are not permitted to self-medicate.

Administration of Prescription Medication(s): Should your child need to be given a prescription medication, you must fill out the Authorization to Administer Prescription Medication form provided in Magnus Health and have it signed by a physician. The medication must be brought to the clinic in its original prescription container with dosage, time, administration route, along with physician name and number listed. Students are not permitted to self-medicate unless written authorization by a physician is provided on the Self Carry Medication form provided in Magnus Health. If your child has a chronic disorder such as asthma, diabetes, or severe allergic reactions that requires medication, please provide the clinic with the appropriate medications and equipment.

Communicable Diseases: When a student is absent with a communicable disease, we ask that a physician confirm the diagnosis. Instructions from the doctor for returning to school must be given to the school nurse. Please have the child report to the nurse before going to class the first day back in school. All communicable diseases must be reported to the school. The most frequent communicable diseases for the pediatric population include but are not limited to the following:

- Chickenpox
- Fifth Disease
- German measles - Rubella
- Impetigo
- Infectious Mononucleosis
- Measles - Rubeola
- Mumps
- Pinkeye
- Ringworm
- Scabies
- Scarlet Fever
- Strep Throat - Group A Streptococcus

All parent volunteers with a compromised immune system or that may be pregnant are asked to refrain from volunteering at the school to minimize the possibility of acquiring a childhood communicable disease.

Fever: Any child with a temperature of 100.4°F or higher will be sent home from school. The student should be kept home until he/she is free of fever for 24 hours without the use of fever-reducing medications.

Gastrointestinal conditions: Students with gastrointestinal symptoms such as vomiting and/or diarrhea must be free of symptoms for 24-48 hours before returning to school.

Pediculosis Capitis (Head Lice): If you discover that your child has head lice, please let the school nurse know. Notification allows us to address areas in the classroom where lice may be found.

Honor Roll

The following requirements apply to Honor Roll for Grades 5-8:

- First Honors – Students with all A's and no I or U in conduct
- Second Honors – Students with A's or B's and no I or U in conduct

Letters of Recommendation

Requests for letters of recommendation are to be sent to the Middle School Office to the attention of Grace Howell. From there, these requests will be disseminated to the appropriate faculty. These letters will be sent directly from the school to the organization requesting the recommendation.

Lost and Found

Lost and Found bins are located in the Brady Center hallway and in the gym locker rooms. These are cleaned out twice a year, and unclaimed items will be donated to the Clothes Closet or a local charity.

Lunchroom Policies

Students may bring their own lunches or buy a hot lunch provided by SAGE Dining Services (see the website for details on purchasing hot lunches for your child). If a student forgets his/her lunch, a lunch will be provided by SAGE. Arrangements via student account or repaying a cash charge will be made depending on the circumstances.

Microwave ovens are available for students in 5th-8th grades.

Students in all grades are expected to take responsibility for the cleanliness of their tables or eating area.

Masses & Spiritual Life

Fostering an interpersonal relationship with God and developing its expression within a faith community is at the heart of a student knowing God's love and being their authentic selves, made in God's image and likeness. Academy's spiritual life programs include personal and communal experiences for prayer and sacraments in formal and informal settings. We welcome all parents and families of the Academy to come and worship with us anytime we have Mass on campus! All-School Masses are scheduled throughout the year, including holy days of obligation. Division-level Masses and prayer services are held weekly throughout the year. Parents are welcome to attend these also.

Media Services

No fines are charged for overdue materials. However, students are asked to return materials promptly, so that others may borrow them. Students are also expected to pay promptly for lost or damaged items. The borrowing period for the lower school (pre-K to 4) is one week. The borrowing period for the middle school (5-8) is two weeks. Pre-K students may check out one book at a time, while the rest of the elementary students may check out 2 books at one time; however, exceptions can be made for special circumstances.

Parent Identification Badges

Personal Storage Space (PSS)

Students in grades 5-8 are assigned a PSS at the beginning of the year. These are property of the school and may be inspected by school officials for the purposes of ensuring the health and safety of students, providing maintenance, or investigating the presence of unauthorized or forbidden items. PSS must not be defaced in any way.

Retake Policy

- Students in the middle school are offered the opportunity to retake tests.
- Retakes are given after school from 3:10-4:00 p.m. on the day assigned to the particular grade level. That day is the only option for the student to choose to take the retake. 5th and 6th graders will retake on Wednesdays, and 7th and 8th graders will retake on Thursdays. The only exception to this is if the student has a game for an AHN sports team. If this is the case, the teacher will let the student know when they will retake.
- If a student is absent, arrives after 10:00 a.m., or goes home early from school on the day of their retake, they are no longer eligible to take the retake.
- In order to take advantage of the retake option, students must sign up with their teacher by the assigned date and have a parent sign the Redo Request form. They must also complete all of the necessary learning tasks as assigned by the teacher.

- **Students who miss the original testing date/time are not eligible for a retake.**
- **Students who have more than one missed homework in a chapter/unit are not eligible for a retake.**
- The grade a student earns on the retake is the grade that will stand.
- Parents should pick up their child on the West Drive at 4:00 p.m.. Students are required to stay until 4:00 p.m. even if they are done early in order to limit distractions to other testers.

Safe Environment Training

In order to volunteer or chaperone at a school event, one must go through Safe Environment Training as required by the United States Conference of Catholic Bishops. Information about the training is available on the website and will be sent home at the beginning of the year.

Safety in Private Spaces - Students

The school complies with the requirements of §553.865, Florida Statutes, the “Safety in Private Spaces Act”, which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school’s code of student conduct.

School Hours

- Warning bell: 7:55 a.m.
- PreK-8: 8:00 a.m.-3:10 p.m., Wednesdays - 8:45 a.m. -3:10 p.m.
- Early Bird: 7:00 a.m.-7:35 a.m.; Wednesdays - 7:00 a.m. -8:30 a.m.
- Extended Day Program: 3:10 p.m.-6:00 p.m.

Sibling Events

Students are not allowed to miss classes in order to attend sibling events at school.

Snack

Students in all grades have a snack time. Due to peanut allergies and the need to sometimes have the snack in classrooms, we ask that all snacks be free of peanut products.

Social Network and Media

One part of representing the Academy proudly means respecting classmates and other members of the school community including teachers, administrators and staff, as well as school families on social media and using it appropriately. AHN students and families have a responsibility to engage appropriately with social media that is linked to the school. Posts and comments should help to enhance and support our school community.

Online behavior of both students and families should reflect our school standards of respect and courtesy that would be used speaking with someone face-to-face. It is the expectation that students and families will respect the diverse set of customs, values, and points of view that all members of our community represent.

Social networking and texting, including at home or off campus, can have an impact on the school community. AHN does not actively pursue or routinely view personal social networking sites or student cell phones, but when objectionable/disrespectful material is brought to the administration’s attention, the school

reserves the right to address the content and apply consequences, up to and including expulsion from AHN, for the student(s) who posted and/or posed for said objectionable/disrespectful material. AHN expects students and families to post appropriately online and will not tolerate any posting and/or circulating of defamatory remarks, comments, or images related to fellow parents, pupils, the school or its employees. Online postings should never be considered private; confidential information should never be shared about students, staff, or other parents.

Families who fail to support the mission and intention of the Academy of the Holy Names may be dismissed for violating the boundaries of respectful communication and interaction with our staff.

Regardless of whether or not there are school-imposed consequences, parents will be notified of the content to be able to address it as a family. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information, photos and content does not place any student at risk.

Standardized Testing

Students in grades 2 - 8 will take the TerraNova in the spring. If a student misses all of the testing, it cannot be made up. If part of the testing is missed, every effort will be made to make up the sections missed.

Student Recognition Program - Junior Beta

- Sixth grade is the first time that a student can qualify for membership.
- New and sustaining members will need to fulfill a service requirement in order to qualify as a sustaining member for the following school year.
- An overall average of 94% and above in the following classes: math, science, language arts, social studies, foreign language and religion
- No report card grade below an 85% in academic classes (listed above)
- No U or I in general conduct
- Satisfactory grade or better in specials (music, art, drama, electives, PE)

Student Records and Transcripts

These documents may be requested from Grace Howell in the middle school office. Financial obligations must be up-to-date. Student records and transcripts are sent directly to the requesting institution.

Summer Remediation/Non-Promotion

Students who end the year with a final grade of a D (60-69%) will be placed on academic probation to involve an individualized action plan for the following academic year and summer remediation work will be required in order to return to the Academy.

Students who fail to attain a passing grade in one major subject (language arts, mathematics, social studies, science, Spanish) in grades 3, 4, or 5 must complete a summer remediation program by completing the equivalent class through Florida Virtual School by August 1st in order to be promoted and return to the Academy.

Students who fail a major subject (language arts, mathematics, social studies, science, Spanish/Latin) in grades 6 or 7 cannot return to the Academy the following year.

Students in 8th grade who have a failing grade in a major subject area (language arts, mathematics, social studies, science, Spanish/Latin) after the first trimester will be asked to leave the Academy after midterms in December.

Parents will be informed of possible non-promotion or non-graduation for academic deficiency at the beginning of the third trimester or as soon thereafter as the condition exists. Arrangements will be made for consultation with the parents at that time.

Telephone Use

Students are only permitted to use the telephone in the office to contact parents when an after-school activity has changed (example: cancellation of athletic practice). They are not permitted to call during the day for forgotten items. Students are also not allowed to use telephones in the classrooms.

Tuition and Legal Obligations

Financial Obligations: A student's unpaid balance and/or delinquent student account may result in a suspension of access to Veracross, as well as a hold on such student's transcripts/grades, until such student has met all of their financial obligations. Additionally, any student whose financial responsibilities are not met may be prohibited from purchasing tickets for events such as prom, parking spots, and/or participating in co-curricular activities. Financial obligations include balance on the student account (including Sage dining account) as well as the proper return of club, athletic, and media center materials.

Legal Notices: If the student is the subject of any legal action, any and all legal notices must be provided to: Academy of the Holy Names of Florida, Inc. %John Donohoe, CFO, 3319 Bayshore Blvd., Tampa, FL 33629 and jdonohoe@holynamestpa.org. To the extent any student's legal issue requires the Academy to incur legal fees to comply or address such issues, the Academy reserves the right to request reimbursement of its legal fees from the student.

Custody Disclosures: In the case of a student who is in the legal custody of only one parent or guardian, a copy of the custody agreement and any applicable court order must be on file at the school. Custody agreements may also affect release/access of student records and information such as school reports. If financial responsibility falls on only one parent or guardian, a copy of the court order stating such explicitly must be on record with the school. Parents should notify the school if this is the case for their child. A student's unpaid balance and/or delinquent student account may result in a suspension of access to Veracross, as well as a hold on such student's transcripts/grades, until such student has met all of their financial obligations.

Families will be prompted at the beginning of each school year and during re-enrollment to update demographics. Family relationships must be changed at the administrative level and can only be changed if accompanied by legal documentation.

Website

The website is www.holynamestpa.org and is full of helpful information.

Addendum A Anti-Bullying Policy

Introduction:

To fulfill our school's mission, we educate the whole person within an atmosphere of care and concern. We believe that every student has the right to feel safe at school. In an atmosphere that is physically, socially, and emotionally safe, a student is able to realize his/her full potential as an intelligent, cultural, spiritual, and socially aware individual. This anti-bullying policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in growing in our Catholic and SNJM core values, particularly that of the Full Development of the Human Person.

Our goal, as the AHN community, is to create a safe environment that promotes the prevention of bullying and victimization issues. We must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of daily life and operations. Through student, faculty, parental, and community involvement, every effort will be made to decrease bullying at AHN. We provide education on bullying prevention and respond to any issues in a timely manner. The goal of the program is to provide an environment that encourages positive self-esteem and honors each individual's self-worth. By increasing the awareness of all, we will provide a safe environment in which incidents will be addressed without fear of retaliation, ultimately reducing bullying within our community.

We believe that every member of the AHN community is made in the image and likeness of God; therefore, Academy strictly prohibits all bullying behavior as defined below. This policy applies to all students, parents, faculty, and adults connected with the Academy of the Holy Names, whether attending school, being employed by the school, working as contractors, volunteering, or visiting.

Prevention and Education:

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. In any school community, there will be times when students do not get along. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. Although it is neither respectful nor acceptable if someone behaves in a mean or aggressive way on one occasion, it is not considered bullying. To that end, we provide the following definitions for our common understanding.

What is Bullying?

Bullying is a form of aggression, different from normal conflict, which may be demonstrated by both boys and girls of any age. Bullying may be direct or indirect, blatant or subtle. Bullying is characterized by an imbalance of power and actions that are intentional and usually repeated. Bullying occurs when a person willfully subjects another person (target) to intentional, unwanted, and unprovoked hurtful verbal, relational, and/or physical action(s), which results in the target feeling psychological or physical distress. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

What Does Bullying Behavior Look Like?

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. At different points or in different situations, people may find themselves committing bullying behaviors, experiencing bullying behaviors, or being a bystander to bullying behaviors. Because of this, we strive not to label students as “bullies” or “victims” but rather to address the behavior that has occurred in any situation.

Bullying behaviors may include, but are not limited to:

- **Physical Bullying** includes the use of physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, or blocking another's way. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal food or money.
- **Verbal Bullying** is directing words at another student with the intention of putting them down or humiliating them. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, or ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.
- **Relational Bullying** occurs when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumors about them, whispering about them, giving the silent treatment, ostracizing, or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Sexual Bullying** includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault; in many cases, gender and cross-gender sexual harassment may also qualify as bullying.
- **Cyber Bullying** includes the use of cell phones, text messages, emails, instant messaging, and social media to bully another student in any of the ways described above. Examples of cyberbullying include but are not limited to sending threatening or insulting messages by phone, text, direct message, or email; posting embarrassing pictures and personal information about others on social media sites (including but not limited to Facebook, Instagram, Snapchat, TikTok, BeReal, etc.); forwarding to others a private email or text message that was meant for a single individual; and spreading hurtful rumors online.

Cyberbullying can take many forms. The most common forms are:

- **Harassment:** Repeated sending of offensive, rude, and insulting messages
- **Denigration:** Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email, instant messaging, or text messaging, or posting or sending digitally altered photos of someone
- **Flaming:** Online “fighting” using electronic messages with angry, vulgar language
- **Impersonation:** Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others
- **Outing and Trickery:** Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets of embarrassing information and forwarding it to others
- **Cyber Stalking:** Repeatedly sending messages that include threats of harm or are highly intimidating or engaging in other online activities that make a person afraid for his or her safety. Depending on the content of the message, it may be illegal.

- **Reactive Bullying** includes any of the above-mentioned behaviors that are demonstrated by an individual who is both bully and target; behavior demonstrated by a targeted individual who responds with bullying behavior.
- **Bystander Effect** is incurred by a student who, though not directly involved, observes a bullying incident, is aware of bullying, is pressured into choosing sides after an incident, etc.
- **Supportive Bystander Behavior** means the actions of a person who stops or diminishes a specific bullying incident or helps another student to recover from it.

Where does Bullying Occur?

Some bullying occurs on the physical school grounds. Other bullying sometimes occurs off campus, yet the actions still impact the physical and emotional safety of students as if they had occurred on school grounds. Bullying behavior demonstrated at school or outside of school that impacts the school community will be addressed by the school.

What Will the AHN Community Do to Promote a Safe Environment?

Faculty and Staff:

- Teach Christian values and act as positive role models
- Supervise students in all areas of the school and playground
- Watch for signs of bullying and intervene when it happens
- Take seriously students' and parents' concerns about bullying
- Maintain confidentiality
- Provide ongoing education for students, teachers, and parents
- Continue to provide opportunities for parent education
- Create an evaluation procedure: survey students, faculty, and parents – both written and verbal, face-to-face and anonymous – to determine the effectiveness of the current program and to monitor the atmosphere at the school; contact outside consultants as necessary
- Conduct the evaluation once per trimester
- Implement necessary changes based on the evaluation

Students:

- Put our faith into action by living our Christian values
- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Block screen names/cell phone numbers of persons using technology as a way to bully others
- Include everyone in play, especially those who are often left out
- Report bullying to an adult

Parents:

- Read, understand, sign, and be involved in the school's anti-bullying policy
- Be a good role model of respectful behavior and encourage your student to treat everyone with respect
- Enter into a partnership with the school to promote self-esteem in your student to reduce the effects of bullying
- Be active participants in your student's school life: ask questions about daily activities and report to

- the appropriate school personnel any incidents that come to your attention
- Encourage the bystander student to report when someone else is being bullied
- Be aware of and monitor your student's use of technology; save copies of inflammatory notes, emails, and/or text messages that are received, and report to the appropriate school faculty

Reporting Procedures

All adults and students are called to report incidents of bullying behaviors whenever they witness or hear about such behaviors. In this way, we care for one another and make sure our community is safe.

When bullying behaviors are reported early, we avoid negative consequences and seek instead to stop the behavior. This is intended to encourage early reporting and to create investment from all stakeholders in stopping bullying behaviors.

How to Report a Bullying Incident

- Students are encouraged to report bullying concerns to the principal, vice principal, or advisory teacher by way of a verbal report, written note, or email.
- Parents are also encouraged to report concerns about any bullying behaviors directly to school leadership or their child's advisory teacher. Emails, phone calls, or verbal reporting early in a situation can help us deter bullying behaviors before they become more egregious.
- Teachers and staff will report to the school leadership all bullying concerns and incidents that come to their attention through either direct observation or reports from others.

What will the School Do When an Incident is Reported?

- Respond quickly and sensitively to the report
- Investigate the incident
- Notify parents of involved parties – target, bully, bystanders – of the situation, and document parent contact
- Deal with bullying on an individual basis
- Assign prevention, education, early intervention, and/or disciplinary actions
- Provide immediate consequences for retaliation against students who report bullying
- Document the incident, the investigation, and the consequences
- Maintain confidentiality

Please note that this process applies to bullying behaviors caught early. Egregious behaviors, whether bullying or single-incident behaviors, will be addressed separately and individually, and will almost always have immediate, significant consequences, including suspension or expulsion.

Parents, if Your Student is Involved in a Bullying Incident...

- Be receptive to notification of any bullying or victimization incidents that may involve your student and be supportive of administrative decisions.
- Respect the privacy of anyone involved in bullying incidents; do not discuss the incident with other parents.
- If your student is the target of bullying, report it to school personnel; expect the bullying to stop; talk regularly with the student and with school staff to see whether the bullying has stopped; contact school personnel again if the bullying persists.
- Do not contact the parents of the bullying student(s); allow the school to handle the situation.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

Intervention Procedures:

When intervening with respect to bullying behaviors, we act with the following principles in mind:

- All people are made in the image of God and are deserving of love, compassion, and support, especially those experiencing bullying behaviors and those committing bullying behaviors.
- Our primary goals in intervening as a school are first, to stop the negative behaviors immediately and second, to grow students in faith and character.
- Knowing the negative impact of bullying behaviors, we must investigate quickly and thoroughly.
- As a school, we seek to give power back to those experiencing bullying behaviors and make them agents in choosing how to address the situation.

We use a four-option process. People experiencing bullying behaviors meet with the Principal, Vice Principal, or Counselor, and after processing the situation choose one of four options:

1. To try to work through the situation on their own.
2. To role play different responses to the bullying behaviors with safe adults to try to address the behavior on their own.
3. To have the Administrator and Counselor reach out to proximal adults and students to create awareness of the bullying behaviors so that opportunities for bullying behaviors are removed, and quick intervention can take place if bullying behaviors happen.
4. To have the Administrators or Counselor meet separately with the student committing the bullying behaviors to create a contract to stop the behaviors. All parents are contacted, in the case of students, to be aware of the contract.

Whichever option is selected, the Administrator or Counselor will follow up with the person experiencing the bullying behaviors for several weeks to ensure that the bullying behaviors have stopped. If the person exhibiting the bullying behaviors violates the contract or retaliates in any way, he or she is immediately moved to a more severe and significant disciplinary action. In the case of a student, this would be suspension.

What are the Consequences of Bullying?

Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include but is not limited to temporary removal from the classroom, loss of privileges, detention, outside counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the school's sole discretion. False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

Addendum B - AHN Behavior Management System

As a Catholic school, we believe that development of skill is paramount in our ability to build positive relationships with students. We do not believe in a punitive system, but rather a system that gives students what they need to get from point A to B and find success. That process can and will include many steps along the way. Most of those steps are from the teachers who use many different tools and strategies to work with students in the classroom. Sometimes, students may still not be successful and will be referred to the administrative level. When this occurs, we focus on tangible ways to walk with the student and families that may or may not include necessary consequences right away. When consequences do occur, they are communicated to students and parents expeditiously.

As a middle school, we subscribe to the developmental designs approach to discipline. This approach focuses on four areas:

- A basic need for a middle school student to have fun
- Having and developing positive relationships with other students and staff members
- How can we reasonably expect a middle school student to act in certain situations
- A need for students to feel like they have autonomy

In addition to these, we also approach behavior management through the lens of virtue. A guiding question for us is:

When a student makes a mistake, what virtue can they work on so that they have the skills necessary to avoid that mistake in the future?

Our school-wide belief is to demonstrate our PRIDE every day in every way. The adults at AHN take time to model and teach children how to translate these beliefs into actions in different situations. At the beginning of the year, we create rules, introduce behavior expectations, and guide students in practicing them. Using respectful words and tones of voice, we remind students of these expectations. When students behave positively, we let them know that we noticed. These actions let students know what the expectations are and help them stay motivated to meet these expectations.

When students misbehave, the adults at school handle the misbehavior firmly while preserving the student's dignity. Our first step is to stop the misbehavior quickly and simply. If needed, we take further steps to help the student regain self-control, fix any problems caused by his/her mistake, and get back to positive productive learning.

In deciding how to handle students' misbehavior, we take into account how severe the misbehavior is and how likely it is to happen again. We strive at all times to use logical consequences which may include such things as limiting a student's choice of activities or taking a break from the class.

In extreme situations, administration may ask that a student be picked up from school or to stay home from school (out-of-school suspension). This includes when inappropriate physical contact is occurring and/or inappropriate treatment of students and staff is occurring. If this occurs, a parent must accompany the child to school the next day for a re-entry meeting with the teacher and an administrator.

We, at the Academy of the Holy Names, strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well in school and to feel good about going to school.

Repeated minor misbehavior that continues after parent communication and a teacher meeting with a student or a major infraction will result in an office referral. The consequences for office referrals are as follows:

- First referral - the student will meet with their teacher(s) and MS Administration to discuss a plan for improvement. This plan will include specific consequences for the behaviors in question should they continue. Parents will be made aware of the situation and the plan for improvement. Student will serve a same-day after-school detention.
- Second referral - the student and parent will meet with MS Administration and the teacher(s) to discuss a plan for improvement. Student will serve a same-day after-school detention.
- Third office referral - the student will receive an ISS and discussion of next steps will be had with the parents and student.
- Fourth office referral - the student and parents will meet with MS Administration to discuss ways to immediately improve through the use of a behavior covenant.. Student will serve an OSS

Conduct grades can be lowered to an I or U if repeated behaviors occur or if there is a major infraction. If a student is not able to correct his/her behavior, one of the logical consequences is the lowering of his/her conduct grade.

General Conduct Grade

E = No office referrals/no technology violations/no uniform violations/no more than two entries into the grade level behavior log.

S = No more than one office referral, 1 tech violation, or 2 uniform violations

I = 2-3 office referrals, more than 1 tech violation, or more than 2 uniform violations

U = 4 office referrals or the equivalent based on major offenses. This results in a student being ineligible for sports.

Following is the information regarding major infractions. Please note that this list is not exhaustive and that repeated minor infractions can result in a student being in-school suspended, out-of-school suspended, or expelled.

Major Infractions: Certain actions occurring both on or off campus may constitute a major infraction, resulting in the immediate referral to administration. Consequences for these major infractions obviously depend on the severity of the situation. However, the minimum consequence is an immediate after school detention followed by a parent meeting. Certain offenses have a non-negotiable minimum consequence. Those are listed next to the offense. A student's conduct grade may also be impacted. A decision on this will be made by the grade level team and will depend on the student's behavioral record and the severity of the situation. The following are considered major infractions:

- **Fighting and/or defiant speech or action:** This includes verbally harassing a staff member or student, swearing at a person or using profane gestures.
- **Stealing:** This includes taking another student's possessions as a "joke" or hiding another student's possessions as a "joke." Stealing with the intent of keeping something that is not one's own, will have a minimum consequence of an in-school suspension.
- **Cheating or Plagiarism:** (See Academic Integrity Policy for specific steps taken)
- **Serious misuse of technology:** (includes using another student's password or account)
 - Posting/sharing something negative about another student via technology or

- posting/sharing another student's picture without permission. (Minimum consequence of an in-school suspension)
- Posting/sharing anything about an AHN employee via technology (Minimum consequence of an in-school suspension)
- **Vandalizing, defacing, or abusing school property**
- **Excessive disrespect of others**
- **A verbal or written threat to another's life (Minimum consequence of an in-school suspension)**
- **Possession or use of any illegal substances including alcohol, tobacco, or drugs (This results in expulsion)**
- **Having a weapon on campus (Items such as pocket knives will have a minimum consequence of an in-school suspension. Any firearms or other such weapons will result in expulsion)**
- **Truancy**
- **Intentional deception** (ex: forging a parent signature)
- **Repeated minor offenses**

In-School Suspension: When a student's behavior warrants an in-school suspension, the following procedures will be used.

- The student will report Mrs. Faunce at the start of the day.
- The student will spend the day in the conference room doing work. If the conference room is needed for meetings, an alternative location will be determined.
- The student must bring lunch and a drink from home. The privilege of using SAGE is not available to them on the days of the suspension.
- Student Work:
 - The student will be given a packet of work to complete. This packet is a standard in-school suspension packet.
 - Any tests that were scheduled for that day will be administered.
 - If the student was scheduled for a retake, the privilege is revoked and he/she will not be allowed to take it.
 - If the student was scheduled for a missed test, he/she will be allowed to take it.
 - Teachers will give the work that the student will be missing to Mrs. Martinez. She will give the packet to the student at the end of the day. It must be completed at home.
 - There is no technology allowed. The student should bring a book to read if extra time is available.
- The student's conduct grade is lowered to an I.
- A parent meeting with administration and the student is required.

Out-of-School Suspension: When a student's behavior warrants an out-of-school suspension, the following procedures will be followed:

- The student will be given all work that he/she will miss. It is his/her responsibility to complete the work.
- If a student is missing a test, he/she will make it up the next day.
- If a student misses a retake, he/she forfeits the privilege of taking it.
- The student's conduct grade is lowered to a U.
- A parent meeting with administration is required before the student returns to the building.

Expulsion: Expulsion is resorted to when immediate action is required and all other means of discipline

have proven ineffective and/or when the student's conduct is a definite hindrance to the welfare and progress of the school community. Appropriate notices and appropriate information to which the students and parents are entitled will be furnished. The Principal may sometimes grant a student the option of withdrawing voluntarily from the school prior to implementing the decision to expel the student.

Addendum C - Academic Integrity Policy

What is integrity? Integrity is choosing courage over comfort; choosing what is right over what is fun, fast, or easy; and choosing to practice our values rather than simply professing them.

-Brene Brown, Rising Strong (2015)

The mission of the Academy of the Holy Names has always been based on the central role of faith in the lives of all members of the community. This faith development must be integrated into student learning at all times. In accordance, all students at the Academy are expected to uphold high standards of integrity and honesty.

What is academic integrity? To have academic integrity means that one is honest in their work. One does not misrepresent work as their own when it is not. Instead one always does their own work to the best of their abilities. If the work is not complete or not one's best, they own their mistake and do what is necessary to make it right.

The following are considered violations of our academic integrity policy:

- Getting answers for homework from another student.
- Helping someone with their homework should never involve giving them the answer. If someone doesn't know the answer and wants your help, you can show them where an explanation is in their notes, you can point them to the information in the book, you can ask them questions that help them arrive at the answer. You can also remind a friend that homework is graded for completion and is intended to help them learn. If the answer is wrong, then they will have the opportunity to learn from that mistake.
- Having a tutor, sibling, parent, or anyone other than the student complete and/or modify a portion or all of the work on an assignment for the student.
- Copying answers from another student during an assessment (quiz, test, etc.).
- Copying answers from unauthorized outside resources (book, notecard, website). This applies to both homework and assessments.
- Class-to-class cheating occurs when a student gives or receives information about a test or quiz to or from another student before both have completed the assessment. For example, if one student took the test, he/she should not let another student who hasn't taken the test know what the essay questions are on the test.
- Copying work directly from a source without giving credit to the source (plagiarism).
- Use of generative AI programs such as ChatGPT, Grammarly Premium or similar programs by students to brainstorm or develop ideas, arguments, or analysis or to assist, complete, and/or modify graded assignments shall be prohibited except with the express permission of the teacher. If the use of generative AI programs such as ChatGPT is expressly permitted by the teacher, the student must acknowledge the use of AI and properly cite such sources.

The Academy takes pride in providing direct instruction in how to avoid instances of plagiarism and how to work within the bounds of academic integrity. One step towards this is having students write the following on all assignments that are turned in for a grade: *"I promise this is my own work."*

What is our goal when handling cheating?

- Personal maturation particularly in the area of ethical decision making, impulsivity, and time management.
- Learning the content and skills from the work
- To rebuild the broken trust, possible actions include:

- A written apology to family, teacher, and/or class
- An oral apology to family, teacher, and/or class
- A service to the school

We know that students will make mistakes, but Academic Dishonesty is a serious offense and will be treated as such. If a student has broken the Academic Integrity Policy in previous years, this is taken into account when determining if another infraction is a first, second, third or fourth offense.

7th/8th grade Consequences for Academic Dishonesty:

First Offense

- Cheat on homework or plagiarize: Student earns zero on the assignment but must complete, and parents are contacted by the teacher and administration.
- Cheat on an assessment: Student earns a zero on the assessment and parents are contacted by the teacher and administration.

Second Offense

- Cheat on homework, assessment, or plagiarize: Student earns a zero, administration contacts parents, the student serves an in-school suspension.

Third Offense

- Zero on the assessment/project/homework, administration contacts parents, the student serves out-of-school suspension

Fourth Offense

- Expulsion

5th and 6th grade Consequences for Academic Dishonesty:

First Offense

- Cheat on homework or plagiarize: Student must redo the assignment, and parents are contacted by the teacher and administration.
- Cheat on an assessment: Student must redo the assessment during an after-school detention and parents are contacted by the teacher and administration.

Second Offense

- Cheat on homework, assessment, or plagiarize: Student earns a zero, administration contacts parents, student serves in-school suspension.

Third Offense

- Zero on the assessment/project/homework, administration contacts parents, student serves out-of-school suspension.

Fourth Offense

- Expulsion

Conduct Grades for Grades 5-8

- The first offense of cheating on homework or classwork – student's mistake will be noted in the tracking system and will be considered with other behaviors when determining the trimester conduct grade.

- Cheating on an assessment – this will result in an I in conduct for the trimester
 - This affects honor roll for the trimester
 - This affects one's eligibility for Jr. Beta
- A second and third offense of cheating will result in a U in conduct for the trimester
 - This affects academic eligibility for sports
 - This affects honor roll for the trimester
 - This affects one's eligibility for Jr. Beta
- Plagiarizing - Is considered cheating, therefore would fall under the above.

Addendum D - AHN Middle School Responsible Use of Technology Policy

The primary goal of the Academy of the Holy Names (AHN) technology resources is to enrich the learning that takes place in and out of the classrooms. Technology is an important enhancement to the rigorous academic curriculum taught at the school and our goal is to provide the most appropriate tools available to support higher level learning and instruction. The ways in which students use technology must honor our Catholic values, the [mission](#) of the school, Florida and federal laws, and our school behavior policy.

The school's information technology resources, including computers and iPads purchased specifically for school use, email and internet access, are provided for educational purposes. Students in grades 5-8 are provided school-based email accounts for academic purposes.

The school monitors the use of information technology resources to ensure that uses are secure and uphold school policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, and to protect property. Additionally, the school may use this information in school disciplinary proceedings and may also furnish evidence of any suspected crime to law enforcement officials.

Always remember that you are an AHN student 24 hours a day, seven days a week, in school, out of school, and on the internet. Be particularly mindful of your membership in the AHN community in your communications, on social networking sites, and while texting. The school reserves the right to act on issues outside of school that affect our community. The policy detailed below will guide your successful use of technology as a member of the AHN community.

Privacy

- Do not share personal information about yourself, your family, your friends, or the faculty/staff of AHN.
- Do not access or use other people's accounts, computers, iPads, or folders, nor borrow computers or computer accessories without permission from the owner.
- Do not change your school-issued account passwords without permission from the IT department.
- Do not share your password or account login information for any of your school-issued accounts. If you suspect that your password is known by others, immediately report the concern to a faculty member.
- Videos and pictures taken on school property require adult permission and are not to be posted online.
- Whether in school or after school, never record or photograph anyone without permission. You must also have the person's permission before publishing or posting the content.

Safety

- Do not use technology to access or store information that is of a violent or obscene nature or which advocates hatred or is otherwise inappropriate in any way. Whether something is appropriate or not will be determined by administration.
- Any student who accesses inappropriate material on the internet or who receives harassing, threatening, or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school officials so that the situation can be investigated and addressed appropriately.
- Do not attempt to bypass filters or device management protocols.

Respect

- Technology will not be used to harass or bully others. Cyberbullying is [illegal](#) in the state of Florida. Students who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to a faculty member or school official.
- Pictures from off-campus AHN activities and athletic events may only be posted online if they reflect the mission of our school.
- Technology will not be used to steal or borrow intellectual work. Students may not use generative AI programs such as ChatGPT or Grammarly Premium on graded assignments except with the express permission of the teacher, in which case the use of AI must be cited by the student.
- Take care of your devices by keeping them away from food and beverages. Do not use them in rain or wet conditions. Keep your cases in place and carry your devices securely. Do not leave them lying on the ground.
- Students will show respect for their teachers and classmates by not using their technology to multitask during classroom instruction.
- Never post about another person without their permission. This includes pictures, video, or words and the use of any form of communication involving technology.

Any and all violations of this Responsible Use Policy will result in the loss of technology privileges as well as appropriate disciplinary action according to the school's discretion.

Addendum E: Sisters of the Holy Names Reference Guide

Marie Rose & the Early Founding of the Sisters of the Holy Names

The [Sisters' story](#) began in the 1840s when Eulalie Durocher (1811-1849) and Mélodie Dufresne (1809-1881) earned a reputation for creating a hospitable, smoothly run home for Eulalie's brother, Theophile, a parish priest in the rural Richelieu Valley of Quebec. Although Eulalie herself had little formal education, in her pastoral work she saw the great need for instruction of youth, especially girls. She hoped to enter a religious order but poor health stopped several attempts. Nevertheless, her piety and efforts in the parish attracted the attention of Ignatius Bourget (1799-1885), Bishop of Montréal. In 1843 Bourget asked Eulalie and Mélodie to travel to a small school in the village of Longueuil, just across the St. Lawrence River from the island of Montreal, to found a new religious teaching community. Arriving on Oct. 28, 1843, they were greeted by Henriette Céré (1804-1885), who already lived and taught at the little school.

Formal education for young women and girls, especially among the less fortunate, was rare in Canada in the early 19th century. The new congregation's first focus was solely on educating young girls. For inspiration, Eulalie, Mélodie and Henriette looked to an order of Sisters in Marseilles, France. Because the French Sisters could not spare anyone to come to Canada to train the novices, the three women crafted a Canadian version of the order and named it the Sisters of the Holy Names of Jesus and Mary. On Feb. 28, 1844, Eulalie received the religious name Marie Rose; Mélodie became known as Marie Agnes; and Henriette became Marie Madeleine.

During the 1843-1844 school year, the three postulants divided their time between their religious and educational studies and their students. In 1844, they purchased a new property to accommodate a growing number of students as well as candidates for their community. In August 1844 Sister Marie Rose led a procession of Sisters, students, and friends from the Foundation House to the much larger convent and boarding school nearby. Among those in the procession were women destined to carry the Holy Names' work thousands of miles from Quebec, including Sister Theresa of Jesus (Salome Martin, 1823-1890) and Sister Veronica of the Crucifix (Hedwidge Davignon, 1820-1903).

Sisters Marie Rose, Marie Agnes and Marie Madeleine made their religious profession in December 1844. Bishop Bourget named Sister Marie Rose the first superior of the Congregation. Under her leadership, many new candidates joined; their school grew; and Sisters were sent to open new foundations elsewhere in Quebec. Unfortunately, Mother Marie Rose's frail health declined and she died on her 38th birthday, Oct. 6, 1849.

Prayer to Blessed Marie-Rose Durocher

*Blessed Marie Rose, obtain for us today
The audacity of Faith
The simplicity of Hope
The power of Love.
That we may actualize the words of Jesus: I
have come to cast fire upon the earth, and
would that it were already kindled.
We ask this in your name and in the names of
Jesus and Mary.
Amen.*



Mission, Charism, & Core Values

The *mission* is the main purpose for which an organization exists, while *charism* is the distinctive spirit which characterizes the lives and ministries of a religious congregation. The mission of the SNJM community originates in the vision and charism of the organization's foundress, Blessed Marie Rose Durocher. The [mission and vision](#) continue to be made manifest through the [Sisters](#), associates, and lay partners who embody the charism.

Mission

The Sisters of the Holy Names of Jesus and Mary (SNJM) is an international congregation of Catholic Sisters, Associates and Lay Consecrated who are dedicated to the full development of the human person through education, social justice, contemplation, and the arts. Their work occurs in settings including preschools, elementary and high schools, parishes, tutoring centers, graduate programs, studios, prisons, immigrant centers, clinics, spirituality and retreat centers, and in programs and communities that seek a Gospel path and to promote systemic change.

Professed members of the Sisters of the Holy Names of Jesus and Mary commit themselves to three vows:

1. By the vow of poverty, they renew their intention to use only what they need and to share with those who are poor.
2. By the vow of chastity, they strive to love inclusively and take on Jesus' own reverence and concern for all people.
3. By the vow of obedience, they renew their search for God's desire for themselves through prayerful reflection, dialog, and collaboration with all those concerned.

Marie Rose's Spirit and the Charism

The *charism* of the Sisters of the Holy Names of Jesus and Mary began as the manifestation of the Holy Spirit in Blessed Marie Rose. The following reflection describes Marie Rose's Spirit through her favorite Gospel passage and how she lived her call to the Gospel.

"I have come to cast fire upon the earth, and would that it were already kindled." - Luke 12:49

Reflection on the Gospel

Fire symbolizes the intensity of love. Jesus came to bring fire upon the earth so that all might become sisters and brothers, so that love may not be hidden in any corner but rather proclaimed to the world. Like a consuming fire, God's love shines in each one of us to enlighten, warm, and enliven those we meet on our path. - Sister Hermance Baril, SNJM

How Blessed Marie Rose Lived out this Gospel

Blessed Marie Rose Durocher chose this passage as the scripture that supported her and that she shared to continue to inspire and challenge those who follow in her spirit. ["To cast fire on earth"](#) means to spread the energy of the Good News of Jesus Christ, to be on fire to build the Reign of God and all that entails for the perfect world where justice and equality are alive.

Here are a few examples of how she lived out this scripture:

- Mother Marie Rose, as a young woman on horseback, delivered bread to the needy.
- When she was living in her brother's rectory she started the Legion of Mary, an organization where women gathered for prayer and decided together which needs in the area were most urgent and about which they might do something before the next week's meeting.
- The call to begin a teaching community was attractive to her as an opportunity to develop human potential in everyone. She devised a way to educate even those who could not afford an education.
- She was a devoted member of the Church but wise enough to recognize and resist naysayers.
- She wrote encouraging letters to her sisters, letters that are still an inspiration today.
- In spite of few members, she inspired a missionary spirit by opening houses and schools beyond Longueuil at a time when travel and communication often rendered the situation difficult.

Prayer: Blessed Marie Rose, Gospel Woman

Blessed is she whose poverty freed her to risk much before insurmountable obstacles, for now she is proclaimed a Gospel Woman.

Blessed is she whose gentleness was empowered by vision, for she birthed a great community as inheritance.

Blessed is she who mourned the plight of the poor and the injustices of her society, for her followers rejoice in her spirit.

Blessed is she who hungered and thirsted for the liberation of women through education, for she believed in their potential to transform family life.

Blessed is she whose solidarity with the needy was merciful and kind, for mercy was her legacy.

Blessed is she who was pure of heart, for she was able to discern God's will for her nascent community.

Blessed is she whose sense of peace flowed from her universal love, for she inspired unity in the Congregation.

Blessed is she who suffered persecution from the Church and society, for her reward is great in heaven.

The Core Values of the Sisters of the Holy Names

Core values are enduring beliefs which an institution and the people who inhabit it hold in common and endeavor to put into action. The Sisters of the Holy Names of Jesus and Mary and their associates promote the following core values which are at the heart of their charism.

The Core Values:

- **Education in Faith:** Creating an atmosphere which invites people to live, develop, and express their faith.
- **Hospitality:** Being a gracious, accepting, and welcoming presence for each person.
- **Dedication to Women and Children:** Seeing, understanding, and responding to the needs of women and children.
- **Dedication to Justice:** Committing time, energy, and resources to the pursuit of right relationships of equality, justice, and solidarity.
- **Service to People who are Poor and Marginalized:** Reaching out and responding to people who are impoverished, abandoned, or living at the fringes of society.
- **Commitment to Liberating Action:** Seeking with others the freedom needed to live life fully without oppression.
- **Full Development of the Human Person:** Cultivating and respecting the talents, abilities, and potential of each person, contributing to the development of all aspects of a **person's life**.
- **Love of the Names of Jesus and Mary:** Embracing as guide, inspiration, and strength the persons and names of Jesus and Mary.

Ministry: Gospel-Inspired Activity

The Sisters, associates, and volunteers of the *Mission Sector* minister in Canada, Brazil, and Peru in projects among the poor and marginalized, especially women and children. The offices of the Sector are located in Montreal.

Longueuil: The SNJM congregational headquarters is located in Longueuil, Québec (near Montréal).

Province of Lesotho: In Lesotho, a small country embedded within South Africa, the Sisters and associates are involved in preschool, primary, secondary and computer college education. They also work in justice education, in health clinics and homes for orphans, disabled children and the elderly.

The following [network schools](#) are supported in the province:

Pre-Schools and Primary Schools

Little Flower Pre-School, Primary School -
Kolonyama, Leribe
Marie Rose (Preschool age) - Qwa-Qwa*
St. Ambrose Preschool, Primary School -
Mazenod, Maseru
St. Bernadette's Primary School - Maseru, Maseru
St. Rose Primary School - Peka, Leribe
*South Africa

High Schools

Holy Names High School - Bela Bela, Leribe
Mabathoana, High School - Maseru, Maseru
Mazenod High School - Mazenod, Maseru
Maryland Secondary School - Maryland, Leribe

Technical Schools

Sisters of the Holy Names Computer College -
Peka, Leribe

Province of Manitoba: The Sisters, associates and volunteers of the Manitoba Province, a bilingual community located in the Canadian Prairies, are engaged in education, education in the Faith, active promotion of several peace and justice ministries. They collaborate with other religious Communities on many levels.

The following network schools are supported in the province:

High Schools

[St. Mary's Academy](#) - Winnipeg

Province of Quebec: The majority of the Sisters, associates and lay consecrated persons of the SNJM Quebec Province live in the Montreal area and on the south shore. They are engaged in education in the faith, parish work, spiritual counseling, formation of catechists, promotion of justice and volunteer work.

The following schools were begun by the congregation:

Primary Schools

[Externat Mont-Jésus-Marie - Outremont](#)

High Schools

[Pensionnat du Saint-Nom-de-Marie](#) - Montreal

[Collège Durocher Saint-Lambert](#) - Saint-Lambert

[École de Musique Vincent d'Indy](#) - Outremont

Province of U.S.-Ontario: Most of the sisters, associates, and lay consecrated persons of this province live and minister in California, Florida, the Washington, D.C., area, Mississippi, Ontario (Canada), New York, Oregon, and Washington. Many are engaged in education, parish ministry, spiritual accompaniment and in projects fostering justice and human rights. The provincial headquarters are in Marylhurst, Oregon.

The following network schools are supported in the province:

Primary Schools

[Academy of the Holy Names](#) - Tampa, Florida

High Schools

[Academy of the Holy Names](#) - Tampa, Florida

[Academy of the Holy Names](#) - Albany, New York

[Holy Names High School](#) - Oakland, California

[Ramona Convent School](#) - Alhambra, California

[St. Mary's Academy](#) - Portland, Oregon

[Holy Names Academy](#) – Seattle, Washington

Universities

[Heritage University](#) - Toppenish, Washington

[Marylhurst University](#) - Marylhurst, Oregon